United Stated District Court
Eastern District of Missouri

CMECF Training

3.4 hours of MCLE credit by the Missouri Bar

Objectives

By the end of this training you will be able to:

- Open a case electronically via CM/ECF
- File Documents Electronically
- View Electronically Filed Documents
- Manage your user account options and password
- Explain the rules for electronic signatures, noticing, and the retention of original docs
- Access and use PACER

Things we will cover today

- **CM/ECF general overview**
  - What is CM/ECF?
  - Registering for CM/ECF and PACER
- **Basics of CM/ECF**
  - Preparing documents for filing
  - File Management
  - Filing A Document
  - File Management
- **Opening a Case**
  - Requirements for opening a case electronically
  - The Benefits of opening a case electronically
  - How it is accessed
  - Stepping through the process (DEMO)
  - * Let students Open a the case from handout
- **Filing Documents**
- **Viewing Documents**
- **Pacer and Reports**
- **Exhibits and attachments**
- **Proposed Orders**
- **Passwords and Security**
- **Paper Filings**
- **Privacy**

Things we will cover today

- CM/ECF general overview
- Basics of CM/ECF
- Preparing Documents for Filing
- Filing Documents
- Quiz
- Opening a Case
- Viewing Documents
- ECF vs. Pacer
- Pacer and Reports
- Exhibits and attachments
- Proposed Orders
- Passwords and Security
- Privacy
- Electronic Signatures
- Quiz #2
- You will open a case, remove a case, and file documents.

CM ECF

CM/ECF Overview

- **What is Case Management / Electronic Case Filing?**
- **How Do I Register?**

Electronic Case Filing

- Parties submit and file documents with the Court in electronic form through the Internet
- The filing party initially formulates and posts the docket entry for each filing
- The official Court file is maintained in electronic form

Registration Process for CM/ECF

- **How to register**
  - Through the mail or at the Intake Counter
  - The form can be found at the Intake Counter or on our website

- **Requirements**
  - The attorney must be a member of the bar of the Eastern District of Missouri
  - Or admitted <u>pro hoc vice</u>

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Registration Forms (hidden slide)

- **Where to find the registration form**
- **Website**
  - **CMECF**
    - **Register for Filing**
      - » **E – Filing Registration Form**

Basics of CM/ECF

- **What Does ECF offer?**
- **What are Electronic Case Files?**
- **Preparing Documents for filing**
- **Filing A Document**
- **File Management**

What Does ECF Offer?

- **Remote case filing and docketing**
- **Ability to store, retrieve, review, send, and print documents securely from any location**
- **24-Hour file access and concurrent access to documents with no waiting**
- **Reduced need for physical storage**

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Electronic Case Files

- **Documents stored in fixed electronic format instead of on paper**
- **PDF format (Portable Document Format)**
- **Compatible with all major word processors and computer types**
- **PDF documents can be opened with Adobe Reader (free software)**

Case Management
CM / ECF
Electronic Case Files

CM
ECF

Preparing Documents for Filing

1. Attorneys create documents on their computer using a word processor of their choice
2. These documents are then converted into a .pdf format
3. Choose a location and save the .pdf document
4. Develop a naming convention that will help you organize and keep track of documents
5. Personal documents should be kept separate from case files

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Filing Documents

- **All documents:**
  - Max size: 2mb
  - If document exceeds 2mb, break it up into smaller parts
  - For permission to file documents in paper format call the clerks office at 244-7900

Quiz

- Can you access CMECF if you are out of town?

- Could you access documents after work hours?

- What does PDF stand for?

- What is the max size for a document to be filed?

Case Opening

- **General Overview**
- **What are the requirements for Case Opening?**
- **How will I pay?**
- **What if I have a problem or question?**
- **Screen by screen walkthrough**

Case Opening

- Civil cases are opened electronically through CM/ECF.
  - Easy to use
  - You have more control over the filing of your case
  - You can pay your filing fee using Pay.gov while opening the case

Requirements

- ✓ **Must be a member of the bar of this court or <u>pro hoc vice</u>**
- ✓ **Must be registered for filing through ECF and have a login and password assigned by this court**
- ✓ **Must be registered with PACER**
- ✓ **Must have a valid credit card**

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How do I pay?

- **Filing fees will be paid through Pay.gov**
- **The Pay.gov system is not controlled by our court**
- **This system will not electronically store credit card information**
- **Credit card information must be entered each time a case is opened**

Problems or Questions

- **Call the CM/ECF help desk @ (314) 244 - 7650**
  - **If you make a mistake please do not start over**
  - **Call the help desk for instruction**
- **If you have technical difficulties please call the automation help desk @ (314) 244 - 7800**

Let's Take a look

- **We are going to step through the case opening process with you screen by screen.**
- **Please feel free to ask questions**

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Demo?

- **Case Opening**

Viewing Documents

- **E-mail Notification**
  - **NEF's (Notification of Electronic Filing) are received when:**
    - **A document has been filed in a case that you are a party of**
  - **Click on the document # for your free look**
    - **If you are prompted for a login, USE YOUR CM/ECF LOGIN**
    - **Not your Pacer login**
      - **If you enter your pacer login, you will lose your free look**

ECF vs. PACER

- **ECF login to file documents**
- **ECF login to view restricted documents**

- **PACER to view general Case Information**

* When accessing documents in a criminal case from an e-mail link, be sure to use the ECF login

Filing Demo

PACER Charges

- **$.08 per page (54 line = 1 page)**
- **$2.40 Maximum charge per document**
  – **First 30 pages**
- **Bill will not be sent until account reaches $10 in one year**
- **Fees assessed for Queries as well**

Viewing Docket Sheets

1. Click on Reports
2. Click on Docket Sheet
3. Enter Case Number
4. Run Report

- Viewing case documents with hyperlinks
- Viewing filing receipts with silver ball icon

Proposed Orders

- Any proposed order or judgment should be filed as an attachment to the document to which it pertains.

- A courtesy copy should be sent to the court in a word processing format as an e-mail attachment.

Proposed Orders

- **E-mail address for courtesy copies:**
  - MOED_PROPOSED_ORDERS@MOED.USCOURTS.GOV

- **The e-mail subject line should contain the full case number and the document to which pertains**

EXAMPLE: Subject 4:03cv1000-DJS mtn for default judgement

Passwords

- **Process for Changing Passwords**
  1. **Utilities**
  2. **Maintain Your Account**
  3. **More user Information**

  – **Change of mailing address, importance of keeping current**

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Passwords

- **Security**
  - **It is your responsibility to keep your password secure**
    - **Do not give anyone your password**
    - **Do not tape to monitor, leave on desk, etc…**
  - **If you believe your security has been compromised**
    - **Change your password immediately**
    - **Notify the Clerk's Office**
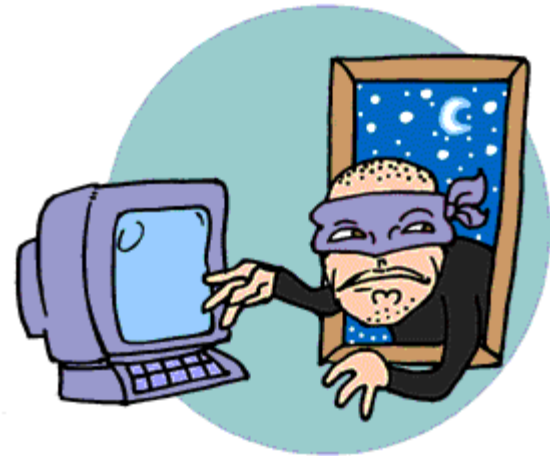
Other Issues

- **Correcting Docket Entries**
  - Call the Clerk's Office to have corrections made
- **Technical Failures**
  - Contact the Automation Help Desk at (314) 244-7800

Privacy

- **E-Government Act of 2002**
    - **List of Rules**
        1. Social Security Numbers…….Use only last 4 digits

        2. Names of Minor Children…...Use only the initials of the child.

        3. Dates of Birth………………....Use only the year

        4. Financial Account Numbers…Use only the last four digits of the account number

Electronic Signatures

- The s/ signature is only good in conjunction with a login/password.
  - If you are filing a document electronically you can use the electronic signature
  - If you are filing in paper you must have a handwritten signature

Quiz #2

- **When opening a case, if you make a mistake should you start over?**

- **If you are prompted for a login when trying to access your free look, should you enter your Pacer or CMECF password?**

- **How much per page will you be charged to view a document after your free look is used?**

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- **Contacting the Help Desk**
  - **(866) 883-7749**
  - **(314) 244-7650**
- **Additional Practice and Training**
  - **Computer Based Training**
  - **Administrative Procedures**
  - **Civil & Criminal Event Lists**

Thank You

Have a nice lunch!!!